

**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!<sup>TM</sup>, a menu-driven database system. The Internet address for GSA-Advantage!<sup>TM</sup> is: <http://www.gsaadvantage.gov>*

**The Professional Services Schedule**

**FSC/PSC Code: R499  
Contract Number: GS-00F-115CA**

*For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://www.fss.gsa.gov>*

**Contract Period: 4/27/2015 – 4/26/2020**



**Synergy Enterprises Incorporated  
8757 Georgia Avenue, Suite 1440  
Silver Spring, MD 20910  
Telephone: (240) 485-1700  
Fax: (240) 485-1717  
[www.seiservices.com](http://www.seiservices.com)**

**Contract Point of Contact – Aida Teymouri, Contract Specialist**  
Email: [contractservices@seiservices.com](mailto:contractservices@seiservices.com)

**Business Size/Status: Small Disadvantaged, Woman-Owned Small Business (WOSB)**

**Pricelist effective PS-0004 dated October 28, 2016**



**TABLE OF CONTENTS**

CUSTOMER INFORMATION .....3

CONTRACT OVERVIEW .....6

CONTRACT ADMINISTRATOR .....6

MARKETING AND TECHNICAL POINT OF CONTACT .....6

SYNERGY ENTERPRISES INCORPORATED LABOR CATEGORIES AND GSA PRICING.....7

SYNERGY ENTERPRISES INCORPORATED OTHER DIRECT COSTS .....11

AIMS LABOR CATEGORY DESCRIPTIONS.....12

MOBIS LABOR CATEGORY DESCRIPTIONS .....24

BRIEF COMPANY OVERVIEW .....32

## CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SINs) with appropriate cross-reference to page numbers:

Special Item Number	Special Item Description	Service Description Page	Awarded Price Page
874-1 / 874-1RC	Integrated Consulting Services	24-31	10
874-7 / 874-7RC	Integrated Business Program Support Services	24-31	10
541-1 / 541-1RC	Advertising Services	12-23	7-10
541-2 / 541-2RC	Public Relations Services	12-23	7-10
541-3 / 541-3RC	Web Based Marketing Services	12-23	7-10
541-4A / 541-4ARC	Market Research and Analysis	12-23	7-10
541-4B / 541-4BRC	Video / Film Production	12-23	7-10
541-4D / 541-4DRC	Conference, Events and Tradeshow Planning Services	12-23	7-10
541-4F / 541-4FRC	Commercial Art and Graphic Design Services	12-23	7-10
SIN 541-5 / 541-5RC	Integrated Marketing Services	12-23	7-10
SIN 541-1000 / 541-1000RC	Other Direct Costs (ODCs); Expenses Other Than Direct Labor Hours	11	11

**1b. Lowest Priced Model Number and Lowest Price:** Please refer to our rates on Pages 7-11

**1c. Labor Category Descriptions:** Please refer to Pages 12-31

**2. Maximum Order:** \$1,000,000.00\*

\*The contractor may honor orders exceeding the maximum in accordance with Clause 52.216-19.

**3. Minimum Order:** \$100.00

**4. Geographic Coverage:** Domestic Only

**5. Point of Production:** Silver Spring, MD (Montgomery County)

**6. Discount from List Price:** Prices listed are GSA Net

**7. Quantity Discounts:**

SINs 874-1 and 874-7

0.5% Discount on task orders at or above \$350,000

1.0% Discount on task orders at or above \$500,000

*Volume discounts are not additive.*

SINs 541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5

1.0% Discount on task orders at or above \$400,000 (*does not include ODCs*)

**8. Prompt Payment Terms:** Net 30 days. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

**9a.** Government Purchase Card is **accepted** at or below the micro-purchase threshold.

**9b.** Government Purchase Card is **not accepted** above the micro-purchase threshold.

**10. Foreign Items:** None

**11a. Time of Delivery:** As specified on task order and mutually agreed upon.

**11b. Expedited Delivery:** There are no items noted as being available for expedited delivery on the contract level in this price list. Expedited delivery is as specified on the task order level and mutually agreed upon.

**11c. Overnight and Two-Day Delivery:** Overnight and two-day delivery may be available. Contact the Contractor for rates.

**11d. Urgent Requirement:** Note the Urgent Requirements clause of this contract, and agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

**12. F.O.B. Point:** Destination

**13a. Ordering Address:** Synergy Enterprises Incorporated  
Attn: GSA Orders  
8757 Georgia Avenue, Suite 1440  
Silver Spring, MD 20910-3737

**13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.**

**14. Payment Address:** Synergy Enterprises Incorporated  
Attn: Accounting Supervisor  
8757 Georgia Avenue, Suite 1440  
Silver Spring, MD 20910-3737

**15. Warranty Provision:** Not Applicable

**16. Export Packing Charges:** Not Applicable

**17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):** The government-wide purchase card is not accepted on orders exceeding the micro-purchase threshold. No additional discounts are given for purchase cards.

- 18. Terms and conditions of rental, maintenance, and repair:** Not Applicable
- 19. Terms and conditions of installation (if applicable):** Not Applicable
- 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:** Not Applicable
- 20a. Terms and conditions for any other services (if applicable):** Not Applicable
- 21. List of service and distribution points (if applicable):** Not Applicable
- 22. List of participating dealers (if applicable):** Not Applicable
- 23. Preventative maintenance (if applicable):** Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):** Not Applicable
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.)**  
**The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/)**  
Contact Contract Administrator for more information.
- 25. Data Universal Number System (DUNS) Number:** 131331261
- 26. Synergy Enterprises Incorporated is registered in the System for Award Management (SAM) database.**

## **CONTRACT OVERVIEW**

GSA awarded Synergy Enterprises Incorporated a GSA Federal Acquisition Schedule contract for the Professional Services Schedule (PSS), Contract Number GS-00F-115CA. The base contract period is 4/27/2015 – 4/26/2020. GSA may exercise a total of up to three additional five-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

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## **MARKETING AND TECHNICAL POINT OF CONTACT**

Synergy Enterprises Incorporated  
8757 Georgia Avenue, Suite 1440  
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# SYNERGY ENTERPRISES INCORPORATED LABOR CATEGORIES AND GSA PRICING

SIN	Awarded Labor Category	Year 1 4/27/15- 4/26/16	Year 2 4/27/16- 4/26/17	Year 3 4/27/17- 4/26/18	Year 4 4/27/18- 4/26/19	Year 5 4/27/19- 4/26/20
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Communications Research and Evaluation Specialist		\$58.36	\$60.11	\$61.92	\$63.77
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Senior Communications Manager		\$115.11	\$118.56	\$122.12	\$125.78
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Copywriter		\$39.82	\$41.01	\$42.24	\$43.51
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Senior Media Relations Specialist		\$46.56	\$47.96	\$49.40	\$50.88
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Media Relations Specialist		\$34.69	\$35.73	\$36.81	\$37.91
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Web Content Manager/Info Architect		\$70.29	\$72.40	\$74.57	\$76.81
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Communications Associate III		\$96.39	\$99.28	\$102.26	\$105.32
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Communications Associate II		\$78.78	\$81.14	\$83.58	\$86.09
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Communications Associate I		\$62.65	\$64.53	\$66.47	\$68.46
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Communications Manager	\$95.71	\$98.58	\$101.54	\$104.58	\$107.72
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Database Specialist I	\$52.83	\$54.41	\$56.04	\$57.72	\$59.46

541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Database Specialist IV	\$79.10	\$81.47	\$83.91	\$86.43	\$89.02
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Database Specialist VI	\$95.62	\$98.49	\$101.44	\$104.49	\$107.62
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Graphic Designer I	\$65.32	\$67.28	\$69.30	\$71.38	\$73.52
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Graphic Designer II	\$74.54	\$76.78	\$79.08	\$81.46	\$83.90
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Graphic Designer III	\$82.57	\$85.05	\$87.60	\$90.23	\$92.94
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	IT Director	\$135.84	\$139.92	\$144.12	\$148.44	\$152.89
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	IT Manager	\$130.98	\$134.91	\$138.96	\$143.13	\$147.42
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Meeting Coordinator I	\$32.32	\$33.29	\$34.29	\$35.32	\$36.38
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Meeting Coordinator II	\$36.91	\$38.02	\$39.16	\$40.34	\$41.55
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Meeting Manager I	\$40.73	\$41.95	\$43.21	\$44.50	\$45.84
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Meeting Manager II	\$46.72	\$48.12	\$49.56	\$51.05	\$52.58
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Meeting Manager III	\$50.48	\$51.99	\$53.55	\$55.16	\$56.81



541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Office Assistant	\$29.61	\$30.50	\$31.42	\$32.36	\$33.33
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Project Director I	\$115.87	\$119.35	\$122.93	\$126.62	\$130.42
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Project Director II	\$121.63	\$125.28	\$129.04	\$132.91	\$136.90
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Project Director III	\$126.55	\$130.35	\$134.26	\$138.29	\$142.44
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Project Manager I	\$82.79	\$85.27	\$87.83	\$90.46	\$93.18
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Project Manager III	\$92.10	\$94.86	\$97.71	\$100.64	\$103.66
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Project Manager IV	\$96.07	\$98.95	\$101.92	\$104.98	\$108.13
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Project Manager V	\$99.76	\$102.75	\$105.83	\$109.01	\$112.28
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Research Analyst	\$36.46	\$37.55	\$38.68	\$39.84	\$41.03
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Research Associate	\$54.84	\$56.49	\$58.18	\$59.93	\$61.73
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Senior Application Developer	\$120.17	\$123.78	\$127.49	\$131.32	\$135.26
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Senior Conference Manager I	\$58.66	\$60.42	\$62.23	\$64.10	\$66.02

541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Senior Conference Manager II	\$67.25	\$69.27	\$71.35	\$73.49	\$75.69
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Senior Conference Manager III	\$72.24	\$74.41	\$76.64	\$78.94	\$81.31
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Senior Programmer	\$104.49	\$107.62	\$110.85	\$114.17	\$117.60
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Senior Writer / Editor	\$109.68	\$112.97	\$116.36	\$119.85	\$123.45
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Web Developer	\$88.82	\$91.48	\$94.22	\$97.05	\$99.96
541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5	Writer / Editor	\$70.53	\$72.65	\$74.83	\$77.07	\$79.39
874-1, 874 -7	Subject Matter Expert	\$341.67	\$351.92	\$362.48	\$373.35	\$384.55
874-1, 874 -7	Senior Project Manager	\$169.12	\$174.19	\$179.42	\$184.80	\$190.34
874-1, 874 -7	Project Manager V	\$162.28	\$167.15	\$172.16	\$177.33	\$182.65
874-1, 874 -7	Project Director	\$148.84	\$153.31	\$157.91	\$162.65	\$167.53
874-1, 874 -7	Project Manager IV	\$131.41	\$135.35	\$139.41	\$143.59	\$147.90
874-1, 874 -7	Project Manager III	\$115.95	\$119.43	\$123.01	\$126.70	\$130.50
874-1, 874 -7	Project Manager II	\$90.12	\$92.82	\$95.60	\$98.47	\$101.43
874-1, 874 -7	Project Manager I	\$74.92	\$77.17	\$79.49	\$81.87	\$84.33
874-1, 874 -7	Program Coordinator	\$68.54	\$70.60	\$72.72	\$74.90	\$77.15
874-1, 874 -7	Senior Technical Writer	\$125.94	\$129.72	\$133.61	\$137.62	\$141.75
874-1, 874 -7	Writer / Editor II	\$119.33	\$122.91	\$126.60	\$130.40	\$134.31
874-1, 874 -7	Writer / Editor I	\$105.05	\$108.20	\$111.45	\$114.79	\$118.23
874-1, 874 -7	Senior Research Statistician	\$203.62	\$209.73	\$216.02	\$222.50	\$229.18
874-1, 874 -7	Senior Research Analyst	\$135.97	\$140.05	\$144.25	\$148.58	\$153.04
874-1, 874 -7	Research Specialist	\$109.55	\$112.84	\$116.23	\$119.71	\$123.30
874-1, 874 -7	Research Analyst	\$52.56	\$54.14	\$55.76	\$57.44	\$59.16
874-1, 874 -7	Research Assistant	\$42.71	\$43.99	\$45.31	\$46.67	\$48.07
874-1, 874 -7	Senior Data Analyst	\$101.81	\$104.86	\$108.01	\$111.25	\$114.58
874-1, 874 -7	Data Analyst	\$90.50	\$93.22	\$96.02	\$98.90	\$101.86
874-1, 874 -7	Senior Management Analyst	\$125.28	\$129.04	\$132.91	\$136.90	\$141.01
874-1, 874 -7	Communications Manager	\$104.03	\$107.15	\$110.36	\$113.68	\$117.09
874-1, 874 -7	Project Support II	\$51.66	\$53.21	\$54.81	\$56.45	\$58.14
874-1, 874 -7	Project Support I	\$41.61	\$42.86	\$44.15	\$45.47	\$46.83

## SYNERGY ENTERPRISES INCORPORATED OTHER DIRECT COSTS

SINs	Support Product (ODC's)	Price Offered to GSA (including IFF)
541-1000	AV Equipment and Services	\$147,403.43
541-1000	Decorations and Furnishings	\$75,017.69
541-1000	Giveaways	\$20,380.29
541-1000	Honoraria	\$4,493.70
541-1000	Catering Services	\$370,978.06
541-1000	Meeting Room Rentals	\$25,760.08
541-1000	Meeting Site Network / Phone Rental	\$2,945.63
541-1000	Conference Book Printing and Binding	\$25,694.62
541-1000	Participant List Books Printing and Binding	\$11,880.04
541-1000	Participant Nametags	\$3,355.78
541-1000	Photography Services	\$2,359.19
541-1000	Photographic Prints	\$1,403.16
541-1000	Press Release / Media Services	\$24,551.06
541-1000	Signage and Banners	\$12,632.34
541-1000	Teleconferencing	\$6,782.04
541-1000	Webinar Transcription	\$739.21
541-1000	Transcription; Court Reporting, Transcription and Word Processing	\$4,465.62
541-1000	Translation Services	\$9,259.06
541-1000	Closed Captioning	\$1,786.25
541-1000	Video Production Services	\$32,667.83
541-1000	Overnight Air Shipping	\$296.97
541-1000	Event Site Shipping, Handling and Storage	\$2,870.35
541-1000	Courier Services	\$1,123.91
541-1000	Ground Freight	\$5,090.23
541-1000	Webinars	\$65,268.80
541-1000	Black and White Photocopies	\$0.11
541-1000	Color Photocopies	\$0.28

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## AIMS LABOR CATEGORY DESCRIPTIONS

### (SINS 541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, AND 541-5)

Synergy Enterprises, Inc. (SEI)'s commercial practices include the education / experience substitutions identified below. In order to be consistent with commercial practices, SEI requests to incorporate its commercial education / experience methodology to all GSA labor categories.

#### Experience Substitution Methodology:

H.S. Diploma + 4 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	Ph.D.

#### Education Substitution Methodology:

A Ph.D. may be substituted for 3 years of required experience with a Masters Degree or 5 years with a Bachelors Degree.
A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for 4 years of required experience with a H.S. Diploma.

<b>Communications Research and Evaluation Specialist</b>
<b>Minimum/General Experience:</b> Entry Level – 0 years of relevant experience.
<b>Functional Responsibility:</b> Gathers and analyzes a range of data from online sources to support communications strategy development, audience segmentation, audience behavior tracking, and impact assessment. Reviews primary and secondary sources to inform communications methodology, monitors client digital properties (including blogs, social media sites, etc.), and leverages industry tools to capture quantitative and qualitative communications data. Supports the development of client status reports and contributes to the development of a communications evaluation framework. Knowledge of Google Analytics, Radian6, social media platforms, Cision, and related tools preferred.
<b>Minimum Education:</b> Bachelor's Degree in a social science or communications-related discipline.

<b>Senior Communications Manager</b>
<b>Minimum/General Experience:</b> 8 years of relevant experience.
<b>Functional Responsibility:</b> Responsible for coordinating communications activities and developing and monitoring processes for scheduling, staffing, task management, and quality assurance that produce consistently excellent and timely results. Develops and leads the execution of communications strategy. Where necessary, collaborates with IT and creative leadership to develop digital, interactive, and creative materials. Responsible for overseeing writing and editing teams, including performing developmental and substantive editing of materials such as stakeholder communication, briefs, project reporting, documentation related to program objectives, or other related products. Focuses on managing communications budget and staff for multiple client engagement. Proficiency in software such as Microsoft Office applications (Word, PowerPoint, Excel, Publisher). Strong organizational and project management skills and efficient time and task management skills, including the ability to meet simultaneous deadlines while managing the production of high quality client deliverables. Prior experience in managing integrated teams of communications specialists.
<b>Minimum Education:</b> Master's Degree in communications, social science, or related discipline. Doctorate preferred.

<b>Copywriter</b>
<b>Minimum/General Experience:</b> Entry Level – 0 years of relevant experience.
<b>Functional Responsibility:</b> Responsible for assembling and writing descriptive copy for reports, summary reports, newsletters, abstracts, research publications, monographs, multimedia materials, trip reports, media advisories, scripts, training materials, proposals, public relations materials, and other technical and non-technical information.
<b>Minimum Education:</b> Bachelor's degree in English, journalism, or a related field.
<b>Media Relations Specialist</b>
<b>Minimum/General Experience:</b> 2 years of relevant experience.
<b>Functional Responsibility:</b> Tasks include media design and execution, development of marketing and communications strategies and plans, formulation of creative strategies and concepts, and consultation on production of multimedia materials and development of public relations activities. Individuals have a thorough understanding of internal and external operations within the news media. Individuals work with minimal guidance and direction and are expected to exercise ingenuity and originality in daily problem solving.
<b>Minimum Education:</b> Bachelor's degree in communications, marketing, public health, or a related field.
<b>Senior Media Relations Specialist</b>
<b>Minimum/General Experience:</b> 4 years of relevant experience.
<b>Functional Responsibility:</b> Task include media design and execution, development of marketing and communications strategies and plans, formulation of creative strategies and concepts, and consultation on production of multimedia materials and development of public relations activities. Individuals have a thorough understanding of internal and external operations within the news media. The position requires excellent written and verbal communication skills, including expert presentation, public speaking, and document writing and organization skills.
<b>Minimum Education:</b> Bachelor's degree in communications, marketing, public health, or a related field.
<b>Web Content Manager/Info Architect</b>
<b>Minimum/General Experience:</b> 2 years of relevant experience.
<b>Functional Responsibility:</b> Will apply advanced principles, theories, and concepts to highly complex tasks related to designing, developing, troubleshooting, debugging, and implementing software code for a Web site. Individuals apply comprehensive knowledge in technical assignments and previous tasks in the areas of Web technology development.
<b>Minimum Education:</b> Bachelor's degree in computer science or a related field.
<b>Communications Associate I</b>
<b>Minimum/General Experience:</b> Entry Level – 0 years of relevant experience.
<b>Functional Responsibility:</b> Supports a wide variety of communication activities, including research, media and stakeholder outreach, digital and print materials development, and campaign development for multicultural audiences.
<b>Minimum Education:</b> Bachelor's degree in communications, marketing, public health, or a related field.

<b>Communications Associate II</b>
<b>Minimum/General Experience:</b> 2 years of relevant experience.
<b>Functional Responsibility:</b> Supports a wide variety of communication activities, including research, media and stakeholder outreach, digital and print materials development, and campaign development for multicultural audiences.
<b>Minimum Education:</b> Bachelor's degree in communications, marketing, public health, or a related field.
<b>Communications Associate III</b>
<b>Minimum/General Experience:</b> 5 years of relevant experience.
<b>Functional Responsibility:</b> Supports a wide variety of communication activities, including research, media and stakeholder outreach, digital and print materials development, and campaign development for multicultural audiences. Supports communications strategy development on single or multiple client engagements. Serves as a task-specific manager, overseeing the work of junior communications staff.
<b>Minimum Education:</b> Bachelor's degree in communications, marketing, public health, or a related field.
<b>Project Director III</b>
<b>Minimum/General Experience:</b> 9 years total work experience and experience managing multiple tasks or projects. Must have experience supervising other personnel. Must have experience in overall project leadership and cooperation with the client. Federal project leadership experience required.
<b>Functional Responsibility:</b> Serves as project principal investigator or director to conceive, design, evaluate and otherwise lead multiple large projects. Oversees other project managers and other full- or part-time project staff, subcontractors, project schedules, resources and budgets, risk management activities, and deliverable management. Prepares project plans including schedules with multiple milestones and bills of materials. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects. Responsible for quality assurance programs designed to evaluate project performance.
<b>Minimum Education:</b> Master's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.
<b>Project Director II</b>
<b>Minimum/General Experience:</b> 7 years total work experience and experience managing multiple tasks or projects. Must also have experience supervising other personnel. Must have experience in overall project leadership and cooperation with the client. Federal project leadership experience required.
<b>Functional Responsibility:</b> Serves as project principal investigator or director to conceive, design, evaluate and otherwise lead large and/or multiple small or medium projects. Oversees other project managers and other full or part time project staff, subcontractors, project schedules, resources and budgets, risk management activities, and deliverable management. Prepares project plans including schedules with multiple milestones and bills of materials. Responsible for ongoing communication with client, any subcontractors, and successful completion of projects. Responsible for quality assurance programs designed to evaluate project performance.
<b>Minimum Education:</b> Bachelor's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.

<b>Project Director I</b>
<b>Minimum/General Experience:</b> 5 years total work experience as well as experience managing multiple tasks or projects. Must have experience supervising other personnel. Must have experience in overall project leadership and cooperation with the client. Federal project leadership experience required.
<b>Functional Responsibility:</b> Serves as project director to conceive, design, evaluate and otherwise lead large and/or multiple small projects. Oversees other full or part time project staff, subcontractors, project schedules, resources and budgets, risk management activities, and deliverable management. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects. Responsible for quality assurance programs designed to evaluate project performance.
<b>Minimum Education:</b> Bachelor's Degree in a social sciences discipline such as education, psychology, public administration, Four additional years of work experience or extensive experience in research, applied research or policy directly related to the project can be substituted for Bachelors.

<b>Project Manager V</b>
<b>Minimum/General Experience:</b> 5 years total work experience and 4 years of experience managing tasks or projects (at least one year managing multiple tasks/projects). Must have a minimum of 3 years of experience supervising other personnel. Must have experience in project leadership and cooperation with the client.
<b>Functional Responsibility:</b> Serves as project manager to conceive, design, evaluate and otherwise lead large or multiple small projects. Oversees full or part time project staff, subcontractors, project schedules, resources and budgets, risk management activities, and deliverable management. Prepares project plans including schedules with multiple milestones and bills of materials. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects. Responsible for quality assurance programs designed to evaluate project performance.
<b>Minimum Education:</b> Bachelor's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.

<b>Project Manager IV</b>
<b>Minimum/General Experience:</b> 4 years total work experience and 3 years of experience managing tasks or projects. Must have a minimum of 2 years of experience supervising other personnel. Must have experience in project leadership and cooperation with the client.
<b>Functional Responsibility:</b> Serves as project manager to conceive, design, evaluate and otherwise lead medium-sized projects. Oversees full or part time project staff, subcontractors, project schedules, resources and budgets, risk management activities, and deliverable management. Prepares project plans including schedules with multiple milestones and bills of materials. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects. Responsible for quality assurance programs designed to evaluate project performance.
<b>Minimum Education:</b> Bachelor's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.

<b>Project Manager III</b>
<b>Minimum/General Experience:</b> 3 years total work experience and 2 years of experience managing tasks or projects. Must have a minimum of 1 year experience supervising other personnel. Must have experience in project leadership and cooperation with the client.
<b>Functional Responsibility:</b> Serves as project manager to conceive, design, evaluate and otherwise lead small to medium-sized projects. Oversees full or part time project staff, subcontractors, project schedules, resources and budgets, risk management activities, and deliverable management. Prepares project plans including schedules with multiple milestones and bills of materials. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects. Responsible for quality assurance programs designed to evaluate project performance.
<b>Minimum Education:</b> Bachelor's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.



<b>Project Manager I</b>
<b>Minimum/General Experience:</b> 2 years total work experience and 1 year experience managing tasks or projects. Must have a minimum of 1 year experience supervising other personnel. Must have experience in project leadership and cooperation with the client.
<b>Functional Responsibility:</b> Serves as project manager to conceive, design, evaluate and otherwise lead small projects. Oversees full or part time project staff, subcontractors, project schedules, resources and budgets, risk management activities, and deliverable management. Prepares project plans including schedules with multiple milestones and bills of materials. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects. Responsible for quality assurance programs designed to evaluate project performance.
<b>Minimum Education:</b> Bachelor's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.

<b>Senior Conference Manager III</b>
<b>Minimum/General Experience:</b> 6 years of experience managing conferences, meetings, seminars, trade shows or other similar events for government and commercial customers. Must have managed one conference of more than 1,000 participants and several conferences of 250 or more participants. Must have experience managing events in variety of geographical settings and involving a wide variety of topics. Must have experience developing agenda for professional conferences and meetings and knowledge of the Federal Travel Regulations. Must have experience leading teams to successfully meet customer objectives re meetings and conferences. Must have demonstrated exceptional written and oral communication skills.
<b>Functional Responsibility:</b> Reports to project manager or project director. Performs a wide range of conference and meeting activities including any or all of the following: responsible for all planning aspects of conferences and meetings and then day-to-day management of all event operations; serves as lead person in development of most event agenda, works closely with customer, and leads development of work plan preparation and implementation; manages implementation of all logistics support activities including travel, accommodations, meeting facilities, refreshments, audiovisual equipment and other supplies or equipment as necessary; leads negotiations for contracts for hotel and any onsite contractors; implements quality control procedures for pre-and post-meeting logistical and meeting documentation; manages welcome desk, distribution of material onsite, and reconciles final bills with hotel and onsite contractors; oversees prompt payment of reimbursements, honorariums, and other fees; assist in preparation of progress reports; and supervises meeting logistics staff.
<b>Minimum Education:</b> Bachelor's Degree in a social sciences discipline such as education, psychology, or history or Bachelors in public administration, management, or hotel operations. Four additional years of directly related conference management experience or a Certified Meeting Planner (CMP) certification can be substituted for Bachelors.

<b>Senior Conference Manager II</b>
<b>Minimum/General Experience:</b> 5 years of experience managing conferences, meetings, seminars, trade shows, or other similar events for government and commercial customers. Must have managed several conferences of 250 or more participants. Must have experience managing events in a variety of geographical settings and involving a wide variety of topics. Must have experience developing agenda for professional conferences and meetings and knowledge of the Federal Travel Regulations. Must have experience leading teams to successfully meet customer objectives re meetings and conferences. Must have demonstrated exceptional written and oral communications skills.
<b>Functional Responsibility:</b> Reports to project manager or project director. Performs a wide range of conference and meeting activities including any or all of the following: responsible for all planning aspects of conferences and meetings and then day-to-day management of all event operations; serves as lead person in development of most event agenda, works closely with customer, and leads development of work plan preparation and implementation; manages implementation of all logistics support activities including travel, accommodations, meeting facilities, refreshments, audiovisual equipment and other supplies or equipment as necessary; leads negotiations for contracts for hotel and any onsite contractors; implements quality control procedures for pre-and post-meeting logistical and meeting documentation; manages welcome desk, distribution of material onsite, and



reconciles final bills with hotel and onsite contractors; overseas prompt payment of reimbursements, honorariums, and other fees; assist in preparation of progress reports; and supervises meeting logistics staff.

**Minimum Education:** Bachelor's Degree in a social sciences discipline such as education, psychology, or history or Bachelors in public administration, management, or hotel operations. Four additional years of directly related conference management experience or a Certified Meeting Planner (CMP) certification can be substituted for Bachelors.

### Senior Conference Manager I

**Minimum/General Experience:** 4 years of experience managing conferences, meetings, seminars, trade shows, or other similar events for government and commercial customers. Must have managed at least one conference of 250 or more participants. Must have experience managing events in a variety of geographical settings and involving a wide variety of topics. Must have experience developing agenda for professional conferences and meetings and knowledge of the Federal Travel Regulations. Must have experience leading teams to successfully meet customer objectives re meetings and conferences. Must have demonstrated exceptional written and oral communications skills.

**Functional Responsibility:** Reports to project manager or project director. Performs a wide range of conference and meeting activities including any or all of the following: responsible for all planning aspects or conferences and meetings and then day-to-day management of all event operations; serves as lead person in development of most event agenda, works closely with customer, and leads development of work plan preparation and implementation; manages implementation of all logistics support activities including travel, accommodations, meeting facilities, refreshments, audiovisual equipment and other supplies or equipment as necessary; leads negotiations for contracts for hotel and any onsite contractors; implements quality control procedures for pre-and post-meeting logistical and meeting documentation; manages welcome desk, distribution of material onsite, and reconciles final bills with hotel and onsite contractors; overseas prompt payment of reimbursements, honorariums, and other fees; assist in preparation of progress reports; and supervises meeting logistics staff.

**Minimum Education:** Bachelor's Degree in a social sciences discipline such as education, psychology, or history or Bachelors in public administration, management, or hotel operations. Four additional years of directly related conference management experience or a Certified Meeting Planner (CMP) certification can be substituted for Bachelors.

### Meeting Manager III

**Minimum/General Experience:** 5 years of experience managing conferences, meetings, seminars, trade shows, or other similar events for government and commercial customers. Must have experience managing events in a variety of geographical settings and involving a wide variety of topics. Must have knowledge of the Federal Travel Regulations. Must have experience leading teams to successfully meet customer objectives re meetings and conferences. Must have demonstrated written and oral communications skills.

**Functional Responsibility:** Reports to Senior Conference Manager, project manager, or project director. Performs a wide range of conference and meeting activities for conferences with up to 200 attendees including any or all of the following: responsible for all planning aspects or conferences and meetings and day-to-day management of all event operations; works closely with customer, and leads development of work plan preparation and implementation; manages implementation of all logistics support activities including travel, accommodations, meeting facilities, refreshments, audiovisual equipment and other supplies or equipment as necessary; leads negotiations for contracts for hotel and any onsite contractors; implements quality control procedures for pre-and post-meeting logistical and meeting documentation; manages welcome desk, distribution of material onsite, and reconciles final bills with hotel and onsite contractors; overseas prompt payment of reimbursements, honorariums, and other fees; assist in preparation of progress reports; and supervises meeting logistics staff.

**Minimum Education:** Bachelor's Degree in a social sciences discipline such as education, psychology, or history or Bachelors in public administration, management, or hotel operations. Four years of directly related conference management experience or a Certified Meeting Planner (CMP) certification can be substituted for Bachelors.

<b>Meeting Manager II</b>
<p><b>Minimum/General Experience:</b> 2 years of experience managing conferences, meetings, seminars, trade shows, or other similar events for government and commercial customers. Must have experience managing events in a variety of geographical settings and involving a wide variety of topics. Must have knowledge of the Federal Travel Regulations. Must have experience leading teams to successfully meet customer objectives re meetings and conferences. Must have demonstrated written and oral communications skills.</p>
<p><b>Functional Responsibility:</b> Reports to Senior Conference Manager, project manager, or project director. Performs a wide range of conference and meeting activities for conferences with up to 100 attendees including any or all of the following: responsible for all planning aspects of conferences and meetings and day-to-day management of all event operations; works closely with customer, and leads development of work plan preparation and implementation; manages implementation of all logistics support activities including travel, accommodations, meeting facilities, refreshments, audiovisual equipment and other supplies or equipment as necessary; leads negotiations for contracts for hotel and any onsite contractors; implements quality control procedures for pre-and post-meeting logistical and meeting documentation; manages welcome desk, distribution of material onsite, and reconciles final bills with hotel and onsite contractors; oversees prompt payment of reimbursements, honorariums, and other fees; assist in preparation of progress reports; and supervises meeting logistics staff.</p>
<p><b>Minimum Education:</b> Bachelor's Degree in a social sciences discipline such as education, psychology, or history or Bachelors in public administration, management, or hotel operations. Four years of directly related conference management experience or a Certified Meeting Planner (CMP) certification can be substituted for Bachelors.</p>

<b>Meeting Manager I</b>
<p><b>Minimum/General Experience:</b> 1 year experience managing conferences, meetings, seminars, trade shows, or other similar events for government and commercial customers. Must have experience managing events in a variety of geographical settings and involving a wide variety of topics. Must have knowledge of the Federal Travel Regulations. Must have experience leading teams to successfully meet customer objectives re meetings and conferences. Must have demonstrated written and oral communications skills.</p>
<p><b>Functional Responsibility:</b> Reports to Senior Conference Manager, project manager, or project director. Performs a wide range of conference and meeting activities for small conferences (up to 50 attendees) including any or all of the following: responsible for all planning aspects of conferences and meetings and day-to-day management of all event operations; works closely with customer, and leads development of work plan preparation and implementation; manages implementation of all logistics support activities including travel, accommodations, meeting facilities, refreshments, audiovisual equipment and other supplies or equipment as necessary; leads negotiations for contracts for hotel and any onsite contractors; implements quality control procedures for pre-and post-meeting logistical and meeting documentation; manages welcome desk, distribution of material onsite, and reconciles final bills with hotel and onsite contractors; oversees prompt payment of reimbursements, honorariums, and other fees; assist in preparation of progress reports; and supervises meeting logistics staff.</p>
<p><b>Minimum Education:</b> Bachelor's Degree in a social sciences discipline such as education, psychology, or history or Bachelors in public administration, management, or hotel operations. Four years of directly related conference management experience or a Certified Meeting Planner (CMP) certification can be substituted for Bachelors.</p>

<b>Meeting Coordinator II</b>
<p><b>Minimum/General Experience:</b> 2 years of experience in supporting technical or educational planning and coordinating conferences and meetings. Experience in coordinating travel activities and communications with conference or meeting attendees. Experience in coordinating hotel logistics and arrangements.</p>
<p><b>Functional Responsibility:</b> Participates in the planning and implementation of meetings, conferences, focus groups, and other meeting-related activities. Assists in providing full coordinating support for conferences and meetings of any size. Manages logistical arrangements for meetings and conferences. Handles all forms of communications with attendees to conferences and meetings.</p>
<p><b>Minimum Education:</b> High school diploma.</p>

<b>Meeting Coordinator I</b>
<b>Minimum/General Experience:</b> 1 year of experience in supporting technical and educational planning and coordinating conferences and meetings. Experience in coordinating travel activities and communications with conference or meeting attendees.
<b>Functional Responsibility:</b> Assists in the planning and implementation of meetings, conferences, focus groups, and other meeting-related activities. Assists in providing full coordinating support for conferences and meetings of any size. Helps implement complex logistical arrangements for meetings and conferences. Handles all forms of communications with attendees to conferences and meetings.
<b>Minimum Education:</b> High school diploma or GED.

<b>Communications Manager</b>
<b>Minimum/General Experience:</b> 6 years of experience in communication services management, including but not limited to art direction or as a managing editor. Experience in writing and editing for publication. Proficiency in software such as Microsoft Office applications (Word, PowerPoint, Excel, MS Access, Publisher). Strong organizational and project management skills and efficient time and task management skills, including the ability to meet simultaneous deadlines while producing high quality work.
<b>Functional Responsibility:</b> Responsible for managing a staff of communications specialists, including providing overall leadership for a team of graphic designers, writers, and editors; conducting performance evaluations and guiding individual professional development plans for staff; overseeing budgets for projects assigned to the Communication Services Department; and developing and monitoring processes for scheduling, staffing, task management, and quality assurance that produce consistently excellent, innovative, and timely results. Also responsible for writing and editing, including performing developmental and substantive editing of materials for national publication, authoring and coauthoring articles and reports for clients, and editing and writing sensitive documents for the corporation. The Communications Manager also serves as a liaison between the Communication Services Department and other departments and divisions and addressing challenges as they arise, collaborates with other members of the company to build and continuously improve corporate structures and processes.
<b>Minimum Education:</b> Master's degree in communications, social science, or related discipline, doctorate preferred. A Bachelors Degree and four additional years of experience can be substituted for Masters Degree.

<b>Senior Writer / Editor</b>
<b>Minimum/General Experience:</b> 5 years writing and editing experience and/or specialized experience including demonstrated experience in creating, editing, and proofreading documents, including technical documents.
<b>Functional Responsibility:</b> Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, and make changes to material prepared by other writers. Performs final quality assurance on all materials. Edits user's manuals, special reports and studies, or any other customer deliverables and documents. Coordinates work and supervises other editor/writers as required when working on large projects.
<b>Minimum Education:</b> Master's Degree in English, Literature, or a related discipline.

<b>Writer / Editor</b>
<b>Minimum/General Experience:</b> 2 years writing and editing experience and/or specialized experience including: demonstrated experience in creating, editing, and proofreading documents, including technical documents.
<b>Functional Responsibility:</b> Reports to Senior Editor/Writer or Communications Manager. Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, and make changes to material prepared by other writers. Performs final quality assurance on all materials. Edits user's manuals, special reports and studies, or any other customer deliverables and documents.
<b>Minimum Education:</b> Bachelor's Degree in English, Literature, or a related discipline required.

<b>Research Associate</b>
<b>Minimum/General Experience:</b> 1 year experience in research, data collection, and analysis. Knowledge of SPSS preferred but not required. Strong organizational skills and attention to detail. Proficiency with Microsoft Office 2003 and 2007 applications including Word, Excel, and PowerPoint.
<b>Functional Responsibility:</b> Responsible for the determination of research activities and best course of action for accomplishing objectives, as well as, analysis of project-related activities. Development of workshop packets, fact sheets, and newsletters. Coordination of questionnaire development activities and analysis and reporting of study findings. Drafting of summary reports and papers. Other data analysis using Excel, Access, and/or SPSS. May oversee Research Analysts as necessary.
<b>Minimum Education:</b> MA/MS in a social science field. Ph.D. preferred. BA/BS plus four additional years of experience may be substituted for a MA/MS.

<b>Research Analyst</b>
<b>Minimum/General Experience:</b> 1 year experience in research, data collection, and analysis. Knowledge of SPSS preferred but not required. Strong organizational skills and attention to detail. Proficiency with Microsoft Office 2003 and 2007 applications including Word, Excel, and PowerPoint.
<b>Functional Responsibility:</b> Responsible for research related to client projects. Research may include Internet searches, conducting telephone or in-person interviews, administering surveys, and taking notes at meetings or during field observations. Data entry and analysis activities, such as transcription of focus group notes, thematic analysis of interviews, and survey data analysis using Excel, Access, and/or SPSS; work product (e.g., reports, tools) creation support (online and print); and other administrative support tasks as requested, such as organizing and maintaining electronic files, and scheduling meetings and interviews.
<b>Minimum Education:</b> BA/BS in a social science field.

<b>Office Assistant</b>
<b>Minimum/General Experience:</b> 1 year experience performing a variety of clerical support functions. Experience includes maintaining schedules, performing complex word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine and non-routine administrative support functions. Required to use judgment and initiative in problem solving.
<b>Functional Responsibility:</b> Maintains project, team, and individual schedules of activities. Provides support to meetings, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops draft and final correspondence, documents, briefings and other materials using software tools such as word processors and graphics presentations packages. Assists in the preparation of management plans and reports. Performs other routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies. Frequently performs tasks concurrently.
<b>Minimum Education:</b> High school diploma or GED is required.

<b>Graphic Designer III</b>
<b>Minimum/General Experience:</b> 5 years of experience in computer and desktop publishing applications such as Microsoft Office, including Word, Excel, and PowerPoint, and Publisher, WordPerfect, MacDraw, Corel Draw, Canvas, Adobe Illustrator, PhotoShop, etc.. Requires some experience in developing drawings, tables, and illustrations in accordance with applicable government and industry documentation standards.
<b>Functional Responsibility:</b> Prepares computer graphic images for all types of materials including conference supporting materials, contract deliverables, standard operating procedures, manuals, brochures, books, periodicals, catalogs, pamphlets, sales and marketing literature and web sites. Coordinates graphic production scheduling and support from outside vendors and ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Supervises other Graphic Designers when working on large projects.
<b>Minimum Education:</b> Bachelor's Degree in art is required. Associates Degree in art plus two additional years of experience can be substituted for Bachelors.

<b>Graphic Designer II</b>
<b>Minimum/General Experience:</b> 3 years of experience in computer and desktop publishing applications such as Microsoft Office, including Word, Excel, and PowerPoint, and Publisher, WordPerfect, MacDraw, Corel Draw, Canvas, Adobe Illustrator, PhotoShop, etc.. Requires some experience in developing drawings, tables, and illustrations in accordance with applicable government and industry documentation standards.
<b>Functional Responsibility:</b> Prepares computer graphic images for all types of materials including conference supporting materials, contract deliverables, standard operating procedures, manuals, brochures, books, periodicals, catalogs, pamphlets, sales and marketing literature and web sites. Coordinates graphic production scheduling and support from outside vendors and ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Supervises other Graphic Designers when working on large projects.
<b>Minimum Education:</b> Bachelor's Degree in art is required. Associates Degree in art plus two additional years of experience can be substituted for Bachelors.

<b>Graphic Designer I</b>
<b>Minimum/General Experience:</b> 1 year experience in computer and desktop publishing applications such as Microsoft Office, including Word, Excel, and PowerPoint, and Publisher, WordPerfect, MacDraw, Corel Draw, Canvas, Adobe Illustrator, PhotoShop, etc.. Requires some experience in developing drawings, tables, and illustrations in accordance with applicable government and industry documentation standards.
<b>Functional Responsibility:</b> Prepares computer graphic images for all types of materials including conference supporting materials, contract deliverables, standard operating procedures, manuals, brochures, books, periodicals, catalogs, pamphlets, sales and marketing literature and web sites.
<b>Minimum Education:</b> Associate's Degree in art required, four year degree in art is preferred. Three additional years of experience can be substituted for a 2-year degree.

<b>IT Director</b>
<b>Minimum/General Experience:</b> 10 years management experience in ADP services. Must have experience supervising other personnel. Must have strong organizational and project management skills and efficient time and task management skills, including the ability to meet simultaneous deadlines while producing high quality work.
<b>Functional Responsibility:</b> Oversees IT staff across contracts and allocates necessary resources. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity. Performs enterprise-level system planning using Microsoft Windows 2003 server, SQL.
<b>Minimum Education:</b> Master's Degree in Computer Science, Information Systems, Engineering, Business or related discipline. BS and 4 years additional experience or Industry certification and 6 years additional experience can be substituted for Masters.

<b>IT Manager</b>
<b>Minimum/General Experience:</b> 8 years management experience in ADP services. Must have experience supervising other personnel. Must have strong organizational and project management skills and efficient time and task management skills, including the ability to meet simultaneous deadlines while producing high quality work.
<b>Functional Responsibility:</b> Serves as a backup to IT Director. Responsible for overseeing IT staff work on specific projects and providing Quality Assurance. Allocates staff and IT resources which have been assigned to a project and ensures that project deadlines are met.
<b>Minimum Education:</b> Master's Degree in Computer Science, Information Systems, Engineering, Business or related discipline. BS and 4 years additional experience or Industry certification and 6 years additional experience can be substituted for Masters.



<b>Senior Application Developer</b>
<b>Minimum/General Experience:</b> 5 years total work experience creating both desktop and online applications.
<b>Functional Responsibility:</b> Performs the analysis, design, coding, testing, and acceptance of data-driven Desktop and Web Applications used to support meetings and conferences. May perform internet administration tasks for informational Web sites. Utilizes web based software such as Java, HTML, .NET, etc. in the building of software suites to ensure standardization and 508 compliance. Works independently to develop and ensure content of web page is in accordance with client requirements. Experienced with relational databases, text retrieval systems, and object repositories. Performs administration of internet-based database systems as necessary.
<b>Minimum Education:</b> BS in Computer Science, Information Systems, Engineering, Business or related discipline. Industry certification and 1 year additional experience can be substituted for BS.
<b>Senior Programmer</b>
<b>Minimum/General Experience:</b> 3 years of relevant subject matter specialized experience.
<b>Functional Responsibility:</b> Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement to support Web applications used for meetings, conferences, advertising, and data collection. Techniques using JAVA, .NET, VBscripts, Microsoft SQL server, and/or Oracle. Provides technical expertise and guidance in the determination of technical and data architectures, definition of user requirements, and prototyping of systems. Reports to IT Director and works with staff members to perform quality work and meet contract and task schedules and deliverables.
<b>Minimum Education:</b> BS in Computer Science, Information Systems, Engineering, Business or related discipline. Industry certification can be substituted for BS.
<b>Web Developer</b>
<b>Minimum/General Experience:</b> 5 years total work experience developing websites.
<b>Functional Responsibility:</b> Performs routine web development assignments to support meetings and conferences, advertising, and data collection. Designs sites using software such as Microsoft .NET, CSS, PHP, or Macromedia ColdFusion. Works with other staff members to ensure Section 508 compliance.
<b>Minimum Education:</b> BS in Computer Science, Information Systems, Engineering, Business or related discipline. Industry certification can be substituted for BS.
<b>Database Specialist VI</b>
<b>Minimum/General Experience:</b> 3 years of experience in programming and DBMS design, analysis, and implementation. Must have some experience providing IT support (e.g., database support, trouble shooting, computer based demonstrations) to large conferences. Experience includes areas such as network interfaces, database trouble shooting, data manipulation techniques, computer programming, forms development, and documentation and training.
<b>Functional Responsibility:</b> Responsible for, or assists in, development, implementation, administration and documentation of databases and related supporting products for use in large conferences to store, secure, select, and retrieve information. Ensures that designed systems provide sufficient controlled avenues for access to and update of the database, and provides interface protocols and tools. Ensures the currency, accuracy, and integrity of the database and other conference management IT tools and products, assesses the performance of databases, and oversees adaptive and corrective maintenance.
<b>Minimum Education:</b> Master's Degree in Computer Science, Information Systems or other related scientific or technical discipline. A related industry certification (such as Microsoft Certified IT Professional: Database Administrator) plus four years of experience or eight years of experience can be substituted for Masters.

Database Specialist IV
<p><b>Minimum/General Experience:</b> 3 years of experience in programming and DBMS design, analysis, and implementation. Must have some experience providing IT support (e.g., database support, trouble shooting, computer based demonstrations) to large conferences. Experience includes areas such as network interfaces, database trouble shooting, data manipulation techniques, computer programming, forms development, and documentation and training.</p>
<p><b>Functional Responsibility:</b> Responsible for, or assists in, development, implementation, administration and documentation of databases and related supporting products for use in large conferences to store, secure, select, and retrieve information. Ensures that designed systems provide sufficient controlled avenues for access to and update of the database, and provides interface protocols and tools. Ensures the currency, accuracy, and integrity of the database and other conference management IT tools and products, assesses the performance of databases, and oversees adaptive and corrective maintenance.</p>
<p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems or other related scientific or technical discipline. A related industry certification (such as Microsoft Certified IT Professional: Database Administrator) or can be substituted for a four year degree.</p>
Database Specialist I
<p><b>Minimum/General Experience:</b> 1 year experience in programming and DBMS design, analysis, and implementation. Must have some experience providing IT support (e.g., database support, trouble shooting, computer based demonstrations) to meetings and conferences. Experience includes areas such as network interfaces, database trouble shooting, data manipulation techniques, computer programming, forms development, and documentation and training.</p>
<p><b>Functional Responsibility:</b> Responsible for, or assists in, development, implementation, administration and documentation of databases and related supporting products for use in meetings and conferences to store, secure, select, and retrieve information. Ensures that designed systems provide sufficient controlled avenues for access to and update of the database, and provides interface protocols and tools. Ensures the currency, accuracy, and integrity of the database and other conference management IT tools and products, assesses the performance of databases, and oversees adaptive and corrective maintenance.</p>
<p><b>Minimum Education:</b> Bachelor's Degree in Computer Science, Information Systems or other related scientific or technical discipline. A related industry certification (such as Microsoft Certified IT Professional: Database Administrator) can be substituted for a four year degree.</p>

## MOBIS LABOR CATEGORY DESCRIPTIONS (SINS 874-1 AND 874-7)

Synergy Enterprises Incorporated (SEI)'s commercial practices include the education / experience substitutions identified below. In order to be consistent with commercial practices, SEI requests to incorporate their commercial education / experience substitution methodology to all GSA labor categories.

### Experience Substitutions Methodology:

High School Diploma + 4 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	Doctoral Degree

### Education Substitutions Methodology:

A Doctoral Degree may be substituted for 3 years of required experience with a Masters Degree or 5 years with a Bachelors Degree.
A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for 4 years of required experience with a HS Diploma.

Subject Matter Expert	
<b>Minimum Education Level:</b>	Doctorate Degree in a field directly related to the scope of the project.
<b>Minimum Experience:</b>	15 years of experience in a field directly related to the scope of the project.
<b>Substitution Methodology:</b>	Master's Degree or Industry Certification in a field directly related to the scope of the project plus 5 additional years of experience may be substituted for a Doctorate Degree
<b>Functional Duties/ Responsibilities:</b>	The Subject Matter Expert will provide content and process expertise in response to ongoing and emerging Project needs to reengineering methodologies / principles and business process modernization projects. They will advise Client and Project staff as required and assisting in the writing and production of stakeholder communication, briefs, project reporting, documentation related to program objectives, or any other customer deliverables and documents.

Senior Project Manager	
<b>Minimum Education Level:</b>	Doctoral Degree.
<b>Minimum Experience:</b>	10 years of experience in a field related to the scope of the project. Experienced in supervising other personnel, overall project leadership and cooperation with the client. Federal project leadership experience required.
<b>Functional Duties/ Responsibilities:</b>	Plans all phases of performance, including contract management, contract cost control, project management, coordination of resource needs, coordination with corporate resources and management, and has direct accountability for the technical accuracy, timeliness and quality of deliverables. Responsible for and monitors the projects, programs and services involving department or cross-functional teams focused on the delivery of a project, service or computer-based system to internal or external customers. Responsible for and monitors the product, program and/or service from initiation through delivery, interfacing with customer on technical matters. Implements interdepartmental activities ensuring completion of the product, program or service on schedule and within budget constraints. Oversees work of systems analysis and program staff, providing technical support and direction. Has leadership responsibility for delivery of complex services or custom products to customers.



<b>Project Manager V</b>	
<b>Minimum Education Level:</b>	Master's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.
<b>Minimum Experience:</b>	10 years total work experience and experience managing multiple tasks or projects. Experienced in supervising other personnel, overall project leadership and cooperation with the client. Federal project leadership experience required.
<b>Functional Duties/ Responsibilities:</b>	Serves as project principal investigator or director to conceive, design, evaluate and otherwise lead multiple large projects. Oversees other project managers and other full or part time project staff, subcontractors, project schedules, resources and budgets, risk management activities, and deliverable management. Prepares project plans including schedules with multiple milestones and bills of materials. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects. Responsible for quality assurance programs designed to evaluate project performance.

<b>Project Director</b>	
<b>Minimum Education Level:</b>	Master's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.
<b>Minimum Experience:</b>	Six (6) years total work experience and experience managing multiple tasks or projects. Experienced in supervising other personnel, overall project leadership and cooperation with the client. Federal project leadership experience required.
<b>Functional Duties/ Responsibilities:</b>	Serves as project principal director to conceive, design, evaluate and otherwise lead multiple projects. Oversees junior project managers and other full or part time project staff, subcontractors, project schedules, resources and budgets, risk management activities, and deliverable management. Prepares project plans including schedules with multiple milestones and bills of materials. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects. Responsible for quality assurance programs designed to evaluate project performance.

<b>Project Manager IV</b>	
<b>Minimum Education Level:</b>	Bachelor's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.
<b>Minimum Experience:</b>	7 years total work experience and experience managing multiple tasks or projects. Experienced in supervising other personnel, overall project leadership and cooperation with the client. Federal project leadership experience required.
<b>Functional Duties/ Responsibilities:</b>	Serves as project principal investigator or director to conceive, design, evaluate and otherwise lead large and/or multiple small or medium projects. Oversees other project managers and other full or part time project staff, subcontractors, project schedules, resources and budgets, risk management activities, and deliverable management. Prepares project plans including schedules with multiple milestones and bills of materials. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects. Responsible for quality assurance programs designed to evaluate project performance.

<b>Project Manager III</b>	
<b>Minimum Education Level:</b>	Bachelor's Degree in a social sciences discipline such as education, psychology, or public administration.
<b>Minimum Experience:</b>	5 years total work experience as well as experience managing multiple tasks or projects. Experienced in supervising other personnel, overall project leadership and cooperation with the client. Federal project leadership experience required.
<b>Functional Duties/Responsibilities:</b>	Serves as project director to conceive, design, evaluate and otherwise lead large and/or multiple small projects. Oversees other full or part time project staff, subcontractors, project schedules, resources and budgets, risk management activities, and deliverable management. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects. Responsible for quality assurance programs designed to evaluate project performance.

<b>Project Manager II</b>	
<b>Minimum Education Level:</b>	Bachelor's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.
<b>Minimum Experience:</b>	3 years total work experience and 2 years of experience managing tasks or projects. Minimum of 2 years of experience supervising other personnel. Experience in project leadership and cooperation with the client.
<b>Functional Duties/Responsibilities:</b>	Serves as project manager to conceive, design, evaluate and otherwise lead medium sized projects. Oversees full or part time project staff, subcontractors, project schedules, resources and budgets, risk management activities, and deliverable management. Prepares project plans including schedules with multiple milestones and bills of materials. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects. Responsible for quality assurance programs designed to evaluate project performance.

<b>Project Manager I</b>	
<b>Minimum Education Level:</b>	Bachelor's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.
<b>Minimum Experience:</b>	1 year work experience with experience managing tasks or projects and supervising other personnel. Experience in project leadership and cooperation with the client.
<b>Functional Duties/Responsibilities:</b>	Serves as project manager to conceive, design, evaluate and otherwise lead small to medium sized projects. Oversees full or part time project staff, subcontractors, project schedules, resources and budgets, risk management activities, and deliverable management. Prepares project plans including schedules with multiple milestones and bills of materials. Responsible for ongoing communication with the client, any subcontractors, and successful completion of projects. Responsible for quality assurance programs designed to evaluate project performance.

<b>Program Coordinator</b>	
<b>Minimum Education Level:</b>	Bachelor's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.
<b>Minimum Experience:</b>	1 year work experience with experience managing tasks or projects. Experience in project leadership and cooperation with the client.
<b>Functional Duties/Responsibilities:</b>	Coordinates project team's activities. Reviews formatting of client presentations. Keeps references and completed case study library up to date. Provides templates and deliverable due dates for project activities and project start ups. Responsible for

	establishing project and team setup in the database used by the project office. Coordinates tracking, storage and organization of project documents. Reviews formatting of project documents to ensure they are in line with standards. Maintains project budget and project schedule templates in the identified database.
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<b>Senior Technical Writer</b>	
<b>Minimum Education Level:</b>	Master's Degree in English, Literature, or a related discipline is preferred.
<b>Minimum Experience:</b>	5 years of writing and editing experience and/or specialized experience including: demonstrated experience in creating, editing, and proofreading documents, including technical documents.
<b>Functional Duties/ Responsibilities:</b>	Researches, writes, and edits materials for stakeholder communication, briefs, project reporting, documentation related to program objectives, or any other customer deliverables and documents. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, and make changes to material prepared by other writers. Performs final quality assurance on all materials. Edits user's manuals, special reports and studies, or any other customer deliverables and documents. Coordinates work and supervises other editor/writers as required when working on large projects.

<b>Writer / Editor II</b>	
<b>Minimum Education Level:</b>	Master's Degree in English, Literature, or a related discipline.
<b>Minimum Experience:</b>	Four (4) years writing and editing experience and/or specialized experience including demonstrated experience in creating, editing, and proofreading documents, including technical documents.
<b>Functional Duties/ Responsibilities:</b>	Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, and make changes to material prepared by other writers. Performs final quality assurance on all materials. Edits user's manuals, special reports and studies, or any other customer deliverables and documents. Coordinates work and supervises other editor/writers as required when working on large projects.

<b>Writer / Editor I</b>	
<b>Minimum Education Level:</b>	Bachelor's Degree in English, Literature, or a related discipline required.
<b>Minimum Experience:</b>	Three (3) years of writing and editing experience and/or specialized experience including: demonstrated experience in creating, editing, and proofreading documents, including technical documents.
<b>Functional Duties/ Responsibilities:</b>	Reports to senior writers or Communications Manager. Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, and software and hardware documentation. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, and make changes to material prepared by other writers. Performs final quality assurance on all materials. Edits user's manuals, special reports and studies, or any other customer deliverables and documents.

<b>Senior Research Statistician</b>	
<b>Minimum Education Level:</b>	Doctoral Degree.
<b>Minimum Experience:</b>	10 years of experience in a related field.
<b>Functional Duties/ Responsibilities:</b>	Oversees a team of researchers and statisticians who provide analysis of data, including evaluation data and other monitoring information related to project performance monitoring/measurement and earned value management support. Oversees researchers who conduct, analyze and monitor tracing activities. Monitors researchers who perform the data collection activities. Supervises the accuracy of data cleaning and editing activities. Documents statistical processes and procedures. Oversees and reviews data analysis. Development of charts and graphs displaying analytical results. Report generation and development. Oversees a team of researchers and statisticians who provide analysis of data, including evaluation data and other monitoring information related to project performance monitoring/measurement and earned value management support. Oversees researchers who conduct, analyze and monitor tracing activities. Monitors researchers who perform the data collection activities. Supervises the accuracy of data cleaning and editing activities. Documents statistical processes and procedures. Oversees and reviews data analysis. Development of charts and graphs displaying analytical results. Report generation and development.

<b>Senior Research Analyst</b>	
<b>Minimum Education Level:</b>	Master's Degree in a social science field. Doctoral Degree preferred.
<b>Minimum Experience:</b>	5 years of experience in research, data collection, and analysis. Knowledge of SPSS preferred but not required. Proficiency with Microsoft Office 2003 and 2007 applications including Word, Excel, and PowerPoint.
<b>Functional Duties/ Responsibilities:</b>	Works independently and in teams to collect, analyze, and present data from structured research and evaluation activities. Describes results of research in text, process flow diagrams, and a variety of charts and graphs. Uses analytical tools to support conducting research activities. Conducts independent research using a variety of sources including materials available in academia, private sector associations and other organizations, state and national level organizations, and the internet. Occasionally assigned to several tasks concurrently. Strong organizational skills and attention to detail.

<b>Research Specialist</b>	
<b>Minimum Education Level:</b>	Bachelor's Degree.
<b>Minimum Experience:</b>	5 years of experience in related position.
<b>Functional Duties/ Responsibilities:</b>	Works within a designated team to conduct, organize, input and finalize data from structured research and evaluation activities. Contributes to all data collection mechanisms to facilitate the compilation of research statistics, budgets figures and other project-related information. Supervises administrative staff and temporary employees on research activities. Contributes to all reports, analyses and other research documents. Assists in training Interviewers. Conducts second and third review of completed surveys to ensure accuracy and consistency. Maintain and organize completed surveys. Improve and/or develop processes and procedure to be used during the interviewing season.

<b>Research Analyst</b>	
<b>Minimum Education Level:</b>	Bachelor's Degree in a social science field.
<b>Minimum Experience:</b>	1 year experience in research, data collection, and analysis. Knowledge of SPSS preferred but not required. Proficiency with Microsoft Office 2003 and 2007 applications including Word, Excel, and PowerPoint.
<b>Functional Duties/Responsibilities:</b>	Works independently and in teams to collect, analyze, and present data from research and evaluation activities to support project performance monitoring / measurement and earned value management support. Describes results of research in text, process flow diagrams, and a variety of charts and graphs. Uses analytical tools to support conducting independent research activities using a variety of sources. Occasionally assigned to several tasks concurrently. Strong organizational skills and attention to detail.

<b>Research Assistant</b>	
<b>Minimum Education Level:</b>	High School Diploma.
<b>Minimum Experience:</b>	1 year of experience in related position.
<b>Functional Duties/Responsibilities:</b>	Works independently and with designated team to conduct, organize, input and finalize data from structured research and evaluation activities. Assists in the development of various data collection mechanisms to facilitate the compilation of research statistics, budget figures and other project-related information. Attends to the operational needs of all stages of the contract including but not limited to ordering and replenishing supplies, organizing and filing, drafting correspondence, copying, and monitoring Interviewers. Enter raw data from completed surveys into SPSS and other databases. Assist with tracing activities. Assemble binders or manuals for training and presentations.

<b>Senior Data Analyst</b>	
<b>Minimum Education Level:</b>	Bachelor's Degree
<b>Minimum Requirements:</b>	5 years of experience in related field.
<b>Functional Duties/Responsibilities:</b>	Applies business process improvement practices to reengineering methodologies / principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement. Writes and prepares complex integrated clinical/statistical reports and other documents such as protocol synopses, protocols, protocol amendments, informed consents, annual reports, investigators brochures, and organization-wide information models for use in or as products of analysis projects. Responsible for providing senior specialized technical subject-matter expertise as necessary.

<b>Data Analyst</b>	
<b>Minimum Education Level:</b>	Bachelor's Degree.
<b>Minimum Experience:</b>	3 years of experience in related field
<b>Functional Duties/Responsibilities:</b>	Applies business process improvement practices to reengineering methodologies / principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement. Develops and applies

	organization-wide information models for use in the determination of technical and data architectures for analysis projects. Responsible for providing senior specialized technical subject-matter expertise as necessary.
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<b>Senior Management Analyst</b>	
<b>Minimum Education Level:</b>	Doctoral Degree.
<b>Minimum Experience:</b>	5 years of experience in related field
<b>Functional Duties/ Responsibilities:</b>	Applies management expertise, process improvement and re-engineering methodologies and principles to conduct management analysis and process modernization projects. Functions can include activity modeling, developing new businesses processes and methods, identifying and implementing best practices, and creating and assessing management performance measurements.

<b>Communications Manager</b>	
<b>Minimum Education Level:</b>	Master's Degree in communications, social science, or related discipline; Doctorate preferred.
<b>Minimum Experience:</b>	5 years of experience in communication services management, including but not limited to art direction or as a managing editor. Experience in writing and editing for publication. Proficiency in software such as Microsoft Office applications (Word, PowerPoint, Excel, MS Access, Publisher). Strong organizational and project management skills and efficient time and task management skills, including the ability to meet simultaneous deadlines while producing high quality work.
<b>Functional Duties/ Responsibilities:</b>	Responsible for coordinating publication activities and developing and monitoring processes for scheduling, staffing, task management, and quality assurance that produce consistently excellent, innovative, and timely results. Also responsible for writing and editing, including performing developmental and substantive editing of materials including stakeholder communication, briefs, project reporting, documentation related to program objectives, or any other customer deliverables and documents.

<b>Project Support II</b>	
<b>Minimum Education Level:</b>	High School Diploma or Equivalent.
<b>Minimum Experience:</b>	2 years of experience performing a variety of project support functions. Experience includes maintaining schedules, performing complex word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine and non-routine administrative support functions. Required to use judgment and initiative in problem solving.
<b>Functional Duties/ Responsibilities:</b>	Maintains project, team and individual schedules of activities. Provides support to technical staff in development of contract deliverables and other project related activities. Develops draft and final correspondence, documents, briefings and other materials using software tools such as word processors and graphics presentation packages. Assists in preparation of management plans and reports. Performs other routine support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies. Frequently performs tasks concurrently.



<b>Project Support I</b>	
<b>Minimum Education Level:</b>	High School Diploma or Equivalent.
<b>Minimum Experience:</b>	1 year experience performing a variety of project support functions. Experience includes maintaining schedules, performing complex word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine and non-routine administrative support functions. Required to use judgment and initiative in problem solving.
<b>Functional Duties/ Responsibilities:</b>	Maintains project, team and individual schedules of activities. Provides support to technical staff in the development of contract deliverables and other project related activities. Develops draft and final correspondence, documents, briefings and other materials using software tools such as word processors and graphics presentation packages. Assists in the preparation of management plans and reports. Performs other routine support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies. Frequently performs tasks concurrently.

## BRIEF COMPANY OVERVIEW



**SYNERGY ENTERPRISES, INC.**

*Your Partner for Innovation and Excellence*

[www.seiservices.com](http://www.seiservices.com)



## ABOUT US

We are a team of dedicated individuals who bring subject matter expertise, customized technology tools, and award-winning communications services to projects that connect and strengthen people, programs, communities, and countries. Our unwavering focus is on providing excellence and innovation to every client on every project.

### Founded

Since its creation in 2003, this woman-owned business has grown to become the small business partner of choice for complex teams working on high-profile/high-stakes projects that bring positive outcomes to neighborhoods across the country and around the world.

## AT A GLANCE

- Founded in May 2003
- Woman-Owned Small Business
- Washington Technology Top 14 8(a) Contractor, 2008
- Small Business Administration DC Metropolitan Area Small Business Person of the Year, 2009
- GovCon Executive and Contractor of the Year Top 5 Award, 2010
- Telly Award, 2012
- National Association of Government Communicators Blue Pencil and Gold Screen Awards, 2013, 2014
- AVA Digital Gold Awards and Honorable Mention, 2014

### CORPORATE EXECUTIVES

Prachee J. Devadas, *President/CEO*  
[pdevadas@seiservices.com](mailto:pdevadas@seiservices.com)  
(240) 485-1700, Ext. 1702

Christine Hartley, *Vice President*  
[chartley@seiservices.com](mailto:chartley@seiservices.com)  
(240) 485-1700, Ext. 1712

### Staff

Our award-winning graphic designers, digital media experts, science and plain-language writers/editors, and nationally recognized subject matter experts sit on appointed boards and panels, serve as university-level professors and expert trainers, and are published internationally.

### Secure Data Center

Our information technology (IT) network and customized applications have attained system certification and accreditation and have been granted Authority to Operate, which enables us to host and maintain government Web sites.

## OUR SERVICES

We help clients advance initiatives locally, nationally, and internationally by offering the following services:

**Policy and Program Implementation and Planning—**Research and Evaluation, Expert Review Management, Restricted-Access Electronic Forums Design, Program Development and Management, Survey Design Methodologies, Best Practice Implementation, Policy Planning, Portfolio Analysis

**Management Consulting and Logistics—**International Event Planning and Facilitation, Gap Analysis, Standard Operating Procedures Design and Training, Systems Improvement, Peer Review Support, Grants Management, Technical Assistance, Workforce Development, Campaign Promotion

**Statistical Data Visualization, Analysis, and Reporting—**Data Collection, Management, Analysis, and Storage; Infographic and Animation Design; Geographic Information Systems (GIS); Statistical Table and Report Design; Interactive Wiki Knowledge Base

**E-Learning, Web Tool, and Application Development—**Section 508 Compliance, Multiplatform and Multiscreen Design, Privacy and Security Protection, Customizable Information Architecture, Wireframe Development, Code Generation

**Multimedia Communications—**Publication Development and Production, Video and Social Media Profile Development, Graphic Design, Plain-Language and Science Writing, Style Editing, 2-D and 3-D Animation, Social Networking, Quality Assurance Reviews

**IT Integration—**Requirements Gathering, Code Generation, System Integration and Testing, Hosting and Maintenance, User Training, Search Engine Optimization, Information Security Management, Risk/Information Systems Control



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## PRODUCTS/SERVICES SNAPSHOT

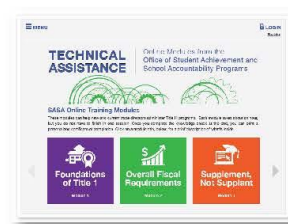
**U.S. Department of State, U.S.-Middle East Partnership Initiative (MEPI), Near Eastern Affairs Bureau:** Synergy provides important support for MEPI's efforts to support civil society groups, political activists, and business leaders in their efforts for political and economic reform, government transparency, and accountability projects. We developed and host the e-Grants System, a customized IT solution to streamline MEPI's grants management process. Synergy designed, developed, and hosts a tri-lingual (French, English and Arabic) Application Submission Web site for MEPI's Regional Offices and Embassies with a built-in training and instruction tool to guide applicants on the submission process. We also provide a range of conference planning, multilingual translation, and resource development services to support MEPI and its various projects and initiatives. For example, Synergy developed and hosted an electronic registration system and multilingual Web site for the Broader Middle East and North Africa Initiative meetings in Jordan and Morocco and for the 2012 9th Forum for the Future held in Tunis, Tunisia. We also provided planning, logistics, and on-site management of this important international conference.



**U.S. Department of Education (ED), Policy and Program Studies Service, Asia-Pacific Economic Cooperation (APEC):** APEC is a forum for 21 Pacific Rim Member Economies that seeks to promote free trade and economic cooperation throughout the Asia-Pacific region. Synergy provides support to APEC in the areas of content management and Web hosting, design, and development services for the APEC Knowledge Bank and Wiki Web sites; and conference planning and logistical support for U.S. participation in APEC Human Resource Development Working Group (HRDWG) projects focused on Education, Labor and Social Protection, and Capacity Building. Our staff also provides research, writing, and editing services to support the development of research papers, Wiki articles, and white papers on topics relevant to APEC economies for dissemination to the HRDWG and government officials. Synergy technical and administrative staff attend HRDWG meetings and provide support to the U.S. Delegation through note taking and reporting, and the presentation of research findings from APEC activities. Additionally, Synergy provides full support for meetings held in the United States, to include identifying meeting venues, arranging travel for sponsored participants, translation and interpretation services, and providing on-site support to meeting hosts and delegates.



**ED, Student Achievement and School Accountability Programs (SASA):** Synergy is partnering with SASA to develop comprehensive technical assistance and support tools for state and local directors of various federal education programs that SASA monitors. The centerpiece of this effort is a SASA technical assistance Web site that is fully compliant with all Federal design and accessibility guidelines. Synergy is working closely with SASA directors to conceptualize and create the Web site, which will support program directors in state and local education agencies who are responsible for implementing, monitoring, and supporting various Title I, Title III, and homeless programs. This Web site will feature online training modules, reader-friendly informational products, and program-specific technical assistance tools and resources.



Synergy also provides consulting, technical assistance, note-taking, reporting, and logistical support for Federal compliance monitoring events conducted by phone and on site with state education agency officials responsible for administering and monitoring Elementary and Secondary Education Act flexibility regarding specific requirements of the No Child Left Behind Act.

## CLIENTS WE SERVE

- Local and Federal Agencies
- Universities
- Federal, State, and Local Education Agencies
- Community-Based Health Associations
- Treatment Providers
- Federal, State, and Local Health Agencies and Associations
- Foundations and Private Organizations
- The White House

DUNS: 131331261  
CAGE CODE: 3GS77

### CONTRACT VEHICLES

**The Professional Services  
Schedule**

**GS-00F-115CA**

